

MEMORANDUM OF UNDERSTANDING
FOR COORDINATED SERVICES WITH THE
DEPARTMENT OF HUMAN SERVICES, DEPARTMENT OF HEALTH,
OFFICE OF EDUCATION, ADMINISTRATIVE OFFICE OF THE COURTS
AND
THE DEPARTMENT OF WORKFORCE SERVICES
EFFECTIVE: JANUARY 1, 2007

Introduction

It is the intent of the participating agencies, when providing services to clients and more than one agency is involved, to support a collaborative, coordinated, service delivery system as a "best practice." Family participation in coordinated services will generally be on a voluntary basis. The guiding philosophy for service delivery will be as follows:

The service delivery plan should

1. Be comprehensive and collaborative.
2. Seek to strengthen and preserve families.
3. Be culturally sensitive, family focused, and community based.
4. Provide documented services to participating families.

Coordinated services are defined as the gathering, forming and partnering of a core team composed of family members, professionals and other concerned community members toward the goal of improved outcomes for an identified child and their family. Collaborative services may include all forms of communication appropriate, i.e., electronic, telephone, data sharing, and face-to-face meetings.

Purpose

To successfully provide coordinated services to these families, this Memorandum of Understanding has been created to provide a foundation for agency personnel to deliver coordinated services to eligible families and to promote consistent statewide delivery, reporting, and data sharing methods.

- This Memorandum of Understanding will be referred to as the MOU.
- The Department of Human Services will be referred to as DHS.
- The Department of Workforce Services will be referred to as DWS.
- The Department of Health will be referred to as DOH.
- The Division of Child and Family Services will be referred to as DCFS.
- The Administrative Office of the Courts will be referred to as the AOC.
- The Utah State Office of Education will be referred to as USOE.
- Coordinated services will be referred to in this document as CS.
- The Child and Family Team will be referred to as CFT.
- FEP is Family Employment Program – funded by Temporary Assistance for Needy Families.
- CARE - Courts and Agencies Records Exchange, is the Juvenile Court Data Base.
- SAFE – DCFS Data Sharing system.

- CORIS – District Court Management Information System.
- TAL – Transition to Adult Living.
- LIC – Local Interagency Council.
- CL – Collaborative Lead.

Objective

To provide, promote and coordinate comprehensive health, education, self-sufficiency and human services to children and youth at risk throughout Utah through the application of integrated, coordinated, collaborative practices and methods of assisting children and their families to gain access to needed services as identified in the family's coordinated service plan or Transition to Adult Living Plan.

Serving families with children at risk is a statewide cooperative-collaborative partnership among the Department of Health, Department of Human Services, Department of Workforce Services, Administrative Office of the Courts, and Utah State Office of Education.

Comprehensive, coordinated services will be delivered within each agency's already existing service delivery system. Therefore, the collaborative service process would be considered a best practice procedure in which specific objectives, outcomes, and measures are tracked to facilitate continued improvement and verify achievements of the families who participate in coordinated case management services.

Expectation of Contract Providers

The partner agencies expect local contracting providers (such as local mental health, schools, local health agencies, etc.) will utilize CS.

Local program agreements that define coordinated services to eligible youth and families will define the provision of service delivery, responsibilities of participating partners, and will promote seamless delivery of services to eligible persons.

The Participants in CS

The participants in CS include but are not limited to the following:

- Children at risk who have a parent or legal guardian who is participating in the Family Employment Program (FEP).
- Children being served by DCFS, or other DHS clients needing coordinated services to include youth transitioning to adult living (TAL).
- Multi-agency cases referred to Juvenile Court.
- Children in the public education system who are also receiving services from other agencies.
- Children being served by state and local public health agency programs who are also receiving services from other agencies.

Collaborative Lead

A Collaborative Lead (CL) will be determined by the team that is working with the family. On Child Welfare cases, DCFS will be the CL.

Confidentiality

The current "FACT" Release of Information and Consent for Coordinated Services Form (or a similar consent form) will be used to obtain consent from parents or a qualified representative of a youth in Foster Care to share information about the child.

Each partnering agency will safeguard any information received under this agreement to insure that the case information is accessible only to authorized personnel.

Sharing Information

To facilitate coordination of services, information sharing is intended to reduce staff time on the part of partnering agencies, reduce the customer's need to submit information to partnering agencies, and to reduce the time to properly process and make determinations in partner agencies.

Legal Authority for sharing public assistance records cited as follows:

Utah Code Annotated Subsection 63-2-206(2) Government Records Access and Management Act (GRAMA) permitting private or controlled records to be provided to another governmental entity if it is necessary to the performance of that entity's duties and functions, will be used for a purpose similar to the purpose for which the information in the record was collected, and the public benefit outweighs the individual privacy right that protects the record.

(In certain situations federal privacy requirements such as HIPAA and FERPA may take precedent over state rules).

Participating Agencies Agree to the Following

1. DWS will send a monthly report to DCFS for the purpose of identifying FEP families who also have a child or children receiving child welfare services.
2. DCFS will contact the appropriate DWS staff member whenever a child of a FEP family comes into the custody of DCFS and will identify TAL youth as such to appropriate contract providers. DWS or WIA Youth Contract Provider staff will also participate on the CFT (Child and Family Team) as appropriate.
3. DOH will share health information about all children in foster care with the appropriate case worker as authorized and suitable to coordinate case planning.
4. Court information will be shared with DCFS, DWS or other agencies as authorized and appropriate to coordinate case planning.
5. Local Program Agreements will provide detail regarding the service delivery process with WIA Youth Contractors across the state for the purpose of defining program participation and partner responsibilities.


Local Interagency Council

A team providing CS may receive additional help from the Local Interagency Council (LIC). An LIC or other local coordinating body will be organized in each county or community, and referrals to the local coordinating body will generally be made with the consent/approval of the parent. When a request comes from the CS team, the local coordinating body will act as a consultation or advisory body only.

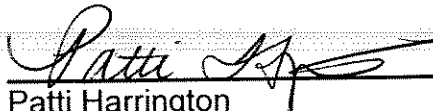
Duration and Modification of MOU

This MOU will remain in effect until any participating agency that has signed this agreement requests a revision. It will be reviewed every two years, with the first review to be completed by 1 January 2009. Participating agencies may request amendments to the MOU in writing at any time. Written amendments will be presented to the FACT Management Team prior to presenting requested changes to the FACT Council. All participating agencies must consent to amendments.


Signature Page


Tani Pack Downing
Executive Director
Department of Workforce Services


Date: 12/14/06


Patti Harrington
State Superintendent of Public Instruction

Date: 12/19/06


Lisa-Michele Church
Executive Director
Department of Human Services

Date: 1.4.07


Dr. David Sundwall
Executive Director
Department of Health

Date: _____


Daniel J. Becker
State Court Administrator
Administrative Office of the Courts

Date 12/14/06